



**TAHOE
REGIONAL
PLANNING
AGENCY**

**JOB OPENING:
CHIEF FINANCIAL & ADMINISTRATIVE
OFFICER**

THE POSITION

Tahoe Regional Planning Agency is seeking an experienced financial executive who is skilled in overseeing the financial direction and policies for a public agency. The ideal individual will have experience in fiscal accountability, cost analysis, and operating efficiencies while providing input and perspective into strategic and tactical management decisions to both the Executive Team and Governing Board members.

Working under the direct supervision of the Executive Director, the Chief Financial & Administrative Officer will provide financial expertise, protocols, internal controls, and short and long-range strategic direction for all financial activities, as well as provide oversight on Facilities and IT resources.

The ideal candidate will be able to work both independently and collaboratively as part of a team with minimal supervision.

Financial Leadership overall duties:

- Responsible for the preparation of Agency financial reports, policies and procedures, and presentation to the Governing Board, as appropriate.
- Responsible for the activities of the finance department and staff, including hiring, training, mentoring, discipline, and development of staff.
- Coordinates and facilitates development of the biennial and annual budget requests to the states of Nevada and California and represents the Agency with state administrative and legislative staff and finance committees.
- Coordinates development of the annual internal Agency budget with the TRPA senior management team and staff and presents to the Agency Governing Board for adoption.
- Coordinates integration of budget and project management software to provide effective work program and budget status reports; administers execution of the budget consistent with the adopted Agency work program; oversees the monthly preparation of budget reports and analyses to the management team and Governing Board.
- Oversees the daily financial operation of the Agency, assuring that payroll, accounts payable and cash management are achieved according to Agency financial policy and standards; oversees the coordination and tracking of invoicing and payments of all contracts, grants, and funding agreements, including interagency funding agreements; oversees account reconciliation and the preparation of monthly financial statements, and regularly provides analysis of the Agency's fiscal status to the senior management team and Governing Board.
- Oversees, coordinates, and reports on Agency debt and investment activities to the senior management team

and Governing Board.

- Coordinates with the Human Resources Director (CHRO) to administer the Agency's retirement and benefits programs; also, to review existing insurance and risk management programs and identify and secure more cost-effective programs as determined appropriate to the financial as well as employee needs of the Agency.
- Oversees the management, tracking and accountability of Agency fixed assets, mitigation funds and securities accounts.
- Oversees the preparation of RFPs for the selection of independent auditors; works with, and is responsive to, all independent auditors, as retained by TRPA, or as assigned by state or federal agencies. Responsible for ensuring required tax filings are prepared and submitted in a timely manner.
- Builds or uses existing relationships within State agencies in California and Nevada to identify and obtain funding to support agency operations and strategic investments.
- Serves as a resource for the entire Agency; provides finance department support to other branches and functions of the Agency as requested and appropriate.

Administrative Leadership overall duties:

- Provides effective Executive Leadership to support and engage staff while maintaining strong morale and performance.
- Embraces a collaborative spirit while solving complex and nuanced problems.
- Fosters data driven decision making in the agency.
- Brings systemic concerns, especially in the areas of finance and compliance, to the attention of the Agency leadership for resolution.
- Recommends improvements in processes and procedures.
- Facilitates communication and coordination among departments and teams to ensure financial accountability, and adequate resources of facilities and IT infrastructure.
- Works across the agency to address systemic problems and reduce regulatory burdens while promoting transparency and predictability, consistency of business practices within the Agency and appropriate flexibility.
- Attends meetings and answers questions or explains proposals to contractors, developers, citizens, and groups regarding activities under their purview.
- Mentors and supervises other Agency staff.
- Attends meetings and performs work assignments at locations outside the office.

Facilities Management

- Responsible for providing TRPA employees with a safe and effective workplace.
- Oversees the facilities department and agency resources including vehicles.
- Manages leases with tenants.

IT Infrastructure Management

- Leads the Agency's overall Information Technology strategy to support objectives.
- Makes infrastructure decisions, ensuring technical excellence, versatility, safety and soundness, resiliency and scalability in the architecting and engineering of solutions, as well as managing all technical delivery.
- Manages outsourced IT support contract.
- Oversees operations of the TRPA data center including budgeting, licensing, and technology updates.
- Pursues appropriate hardware and software resources to improve staff productivity.

Desired Qualifications

- Bachelor's degree in finance and/or business, or a related field. Advanced degree in Finance or Public Administration preferred, and 10+ years of related experience with increasing responsibility as a senior executive or manager.
- Experience working with the budget and appropriations process at the state and federal legislative level is required.
- A strong understanding and experience with governmental accounting, and financial management principles and practices is required.
- Knowledge of IT and facilities management is strongly desired.

Desired Knowledge, Skills and Abilities:

- Knowledge of governmental finance and the financial function in a governmental agency is required, including a proven ability to work well within a highly political environment with multiple state, federal and local agencies.
- Knowledge of Generally Accepted Accounting Practices (GAAP), Government Accounting Standards Board (GASB) proclamations and US Government contracting rules laid out in appropriate Office of Management and Budget (OMB) circulars.
- Establishes and maintains effective working relationships with the TRPA Governing Board, government and elected officials, and state budget offices.
- Has proven leadership skills with the ability to foster a positive, collaborative work environment while developing and mentoring staff.
- Is a compelling, persuasive communicator, with the skill to communicate technical and non-technical topics to a wide variety of audiences. Expresses facts, conclusions, and recommendations clearly and concisely, both orally and in writing.
- Is skilled in identifying, analyzing, and evaluating information concerning complex and often politically sensitive technical and conceptual information and has the knowledge and skills required to use logic and reason to resolve difficult problems and prepare comprehensive reports.

- Is skilled in negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations. Has the knowledge and ability to develop, negotiate and manage contracts.
- Demonstrates critical and strategic thinking, personal and situational awareness, and diplomacy.
- Is a strategic thinker with an integrative, interdisciplinary approach to problem solving.
- Has strong interpersonal and active listening skills with a collaborative working style.
- Demonstrates an ability to exercise sound, independent professional judgement.
- Must be knowledgeable and able to develop and administer a diverse budget comprised of appropriated funds from two states, grant funds, fees, and other revenues.
- Has outstanding written and verbal communication skills to develop clear and concise written and verbal presentations in a variety of forms.
- Is proficient in spreadsheet, database, word processing, and presentation management software and computerized financial systems.
- Provide high level subject matter input, expertise, and advice.
- Demonstrate critical and strategic thinking, personal and situational awareness, and diplomacy. Makes formal presentations and provide workshops/training on a variety of work-related topics on a regular basis.



Our Mission: To lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people's interactions with our irreplaceable environment.



THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

TRPA is organized to reflect the three core functions it performs: a Planning and Code Compliance Division including current permit processing and regional planning; an Environmental Improvement Division responsible for coordinating restoration programs to implement the Regional Plan; and a Research & Analysis Division responsible for maintaining science and monitoring information and reporting on progress and accomplishments in achieving regional planning goals.

THE COMMUNITY

Nestled in the breathtaking Sierra Nevada mountains, Stateline, Nevada, South Lake Tahoe, California and the Tahoe Basin are an adventurer's paradise. At 6,200 feet above sea level, the region is home to some of the best winter sports, water sports, bike trails, family fun and nightlife in the US. Primarily known for its nearby world class ski resorts and beautiful beaches, the Stateline, Nevada/South Lake Tahoe, California area has no end of activities for young and old alike.

Residents and visitors can spend the day hiking in beautiful state parks such as Van Sickle Bi-State Park and Sand Harbor Nevada State Park or adventure along the 165-mile-long Tahoe Rim Trail. In addition, water sports including kayaking, boating, jet skiing, fishing and other water activities abound in the summer months. The region also boasts multiple outstanding outdoor destinations, like Yosemite National Park and the Black Rock Desert, in both California and Nevada. Other activities in the area include golfing, swimming, biking, horseback riding, backpacking, and camping. For winter activities, there are a total of seven ski resorts that surround the entire Lake Tahoe area. The closest ski resort, just adjacent to the TRPA offices, is Heavenly Mountain Resort. Easily accessible through Heavenly Village, the mountain resort offers skiing, snowboarding, ice skating, tubing, and a scenic 2.4-mile gondola ride.

For those looking for more relaxed activities, Stateline, Nevada is home to four hotel casinos and a new events center that offers concerts, sporting events, gaming, amazing restaurants, and more. Take in the nightlife and performances at the events center and hotel-casinos or enjoy plays and concerts in unparalleled outdoor venues like the Sand Harbor State Park amphitheater.

The region is served by U.S Highway 50 and Interstates 80 and 580 which connects with Sacramento and San Francisco to the west and Carson City and Reno, Nevada to the east. This position is easily commutable from the Carson Valley, Reno area, allowing residents to appreciate Tahoe's benefits while allowing a greater choice of places to live. The Reno airport is one hour away, and the San Francisco Bay area with its attractions is a three hour drive.



COMPENSATION

The salary range is \$ 119,000 to \$178,000, with the hiring pay typically starting in the first to second quartile (\$133,875 to \$148,753).

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 80 hours of Management Comp Time Off (MTO). Prorated based on hire date.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight (8) percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven (7) percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- We are a dog-friendly employer!

APPLICATION PROCESS

Position posted until filled. Please visit our website at [https:// www.trpa.gov/ contact/employment/](https://www.trpa.gov/contact/employment/) to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "**Apply for Job**" link. Please attach a resume of your qualifications, and a cover letter describing your interest in the position in **one pdf** when you are completing the application.

RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.

We do not accept walk-in, or hand delivered application materials nor applicant calls regarding open, pending, or closed positions. TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. All employment is decided on the basis of qualifications, merit, and business need.